No.F.3(4-36)-PLAN/DHS/2012
GOVERNMENT OF TRIPURA
DIRECTORATE OF HEALTH SERVICES

September, 2015

EXPRESSION OF INTEREST

Expression of Interest (EOI) in plain paper is invited 2nd call from financially sound Registered
Local Self-Help Group or Society for sweeping, cleaning & round the clock up-keeping of Dhalai District Hospital, Kulai, Dhalai Tripura on contract basis subject to fulfilling of terms and conditions. Preference will be given to Organization having experience to provide services to the Govt. Sector Institutions/Hospitals, SHG with higher gradation as per rules will get preference in selection. Expression of Interest (EOI) is to be submitted in 2(two) Bids i.e. Technical Bid and Financial Bid separately. The Technical Bid shall contain all relevant documents including Earnest Money and the Financial Bid shall contain rate(s) only which are to be put into a bigger envelope dully sealed before submission.

The offer in sealed cover should be submitted to the office of the undersigned on or before 13-10-2015 up to 5.00 PM positively and will be opened on 15-10-2015 at 12.00 PM.

Terms & Condition may be obtained at free of cost from the office of the undersigned and
office of the Chief Medical Officer, Dhalai, Ambassa on any working day during office hours up to 13-10-2015.

JOB DESCRIPTIONS

a). Cleaning & sweeping of all rooms of OPD and IPD, Laboratory, Bathrooms,
Corridors, Staircase, Ramps etc twice daily (7-8 AM & 5-6 PM).
b). Cleaning of drains around the Hospital building once daily.
c). Cleaning of wash basins, toilet pans etc; twice daily (7-8 AM & 5-6 PM).
d). Cleaning of courtyard of Hospital building once daily.
e). Cleaning of electric fans & light fittings of hospital building once a month(any holiday) f). Cleaning of walls and roof of the hospital building once in a month (2nd Friday).
g). Cleaning of window panels of the hospital building once a month (any holiday).
h). Cleaning of Laboratory Tables, glass-wares, equipments daily in presence of on duty Attendant from 9.00 AM to 4.00 PM on all working days in laboratory of hospital building.
i). Besides these services, 24 hours coverage at Labour Rooms, Bathrooms, Corridors, Staircase, O/o the Medical Superintendent of Dhalai Dist. Hospital,
Kulai.

TERMS & CONDITIONS

1. The interested Firm(s)/ Organization(s) shall pay a physical inspection(s) and quote a rate mentioning floor area
& other area in squ. metres separately for Dhalai District Hospital for cleaning & sweeping in consultation with the Medical Superintendent Dhalai Dist. Hospital, Kulai, Dhalai Tripura.
2. The applicant Agency should be a Registered Organization & must have the Trade License, Labour license &
Tax clearance certificate issued by the Competent Authority of the Government of Tripura.
3. Organization should have experience to provide services to the Govt. Sector Institutions/Hospitals.
4. Application in plain papers in sealed envelop should be submitted through Registered Post/ Speed Post/Courier
Services to the office of the undersigned accompanied by a Bank Draft/D. call of Rs.10,000/- (Rupees ten thousand) only as earnest money drawn in favour of the Director of Health Services, Govt. of Tripura, Agartala. The EOI inquiry number, due date of opening and name of bidder should be mentioned on the top of the envelope.
5. The contract period shall be for 2(two) years, which can be extended on mutual consent.
6. The successful bidder shall be required to enter into an Agreement and deposit Rs.20,000/- (Rupees twenty
thousand) only as Security Money in the form of bank Guarantee.
7. The amount of Earnest Money will be refunded to unsuccessful bidders, but in case of the successful bidder it
will be adjusted against security money. It is also to be noted that the EMD/Security Money will be forfeited if the successful bidder fail to comply or discontinue the work at any point of time before completion of the contract period.
8. The firm concerned shall inform the authority within 3 month ahead before discontinuation of the work with proper
reason.

9. Rate should be quoted on per day basis in figure & wards.
10. All consumable items like detergents, chemicals, equipments, machineries etc required for the works shall be arranged by the party.
11. There shall be no increase in charges during contract period.
12. The agency shall deploy personnel on all 365 days of a year in shift of 8.00 hours and the entire establishment under the control of the Head of Office of the Hospital should be rendered.
13. The lowest bidder would be selected on lowest financial involvement basis.
14. The details list of deployment of personnel is to be enclosed.
15. The cleaning staff shall wear distinguishable uniform and shall carry required accessories.
16. The successful agency shall provide service within 4 (four) days of being issued work order the list and details of cleaning staff along with reserved personnel who are likely to be engaged.
17. The list shall contain individual personal details, like name, address. The information furnished shall be supported by documentary evidence.
18. All the personnel shall maintain official decorum abide by rule & regulations of the Hospital.
19. The agency shall be responsible for conduct and performance of each personnel deployed by it.
20. The agency shall submit bill along with certified Attendance Register to the Head of the Hospital.
21. Any offer submitted with reference to this EOI shall be considered to be an offer that the tendered will abide by all these conditions.

22. The agency shall pay the wages not less than the existing rate of wages fixed by the labor Department, Govt. of Tripura, Agartala vide No. F.87(1)-LAB/ENF/MW/89/12767-92 dated,20-09-2014.
23. The undersigned has the right to reject/cancel any or all offers including the lowest one without assigning any reason and the tenderer shall have no right to claim for compensation of such cancellation.
24. Any legal dispute shall be disposed under the jurisdiction of High Court, Agartala, Tripura.

Director of Health Services
Government of Tripura.